Prime-Contractor New Hire Process

Scheduling Process

- Prime contractor completes company set-up in PeopleCore by contacting Gary Heid with MSA (if company new to Hanford site)

- Prime contractor Human Resources enters new-hire demographics into People Soft

- Prime contractor point-of-contact (POC) requests Employee Job Task Analysis (EJTA) POC to submit EJTA

- Prime contractor EJTA POC submits EJTA

- AdvanceMed Hanford (AMH) scheduler schedules exam and sends email to prime contractor POC with appointment date and time.

Additional Requirements and Information:

1. The AMH standard process requires a minimum of three working days between receiving an approved EJTA and scheduling exams to permit AMH to schedule appropriate tests and prepare the chart. It is possible to provide accelerated exam scheduling on an exception basis, subject to AMH resource availability.

2. The employing company is required to send all workers base-lining into the Beryllium Worker Medical Program – Current (BERCU) the Beryllium Worker Information Packet one-week prior to the worker's medical exam. The prime-contractor must supply the date the packet was sent to worker to the AMH Scheduling Department prior to AMH scheduling the worker's exam.

3. AMH Scheduling Department will hold slots for workers if requested in a timely manner (e.g., Human Resources (HR) representative is aware ten-workers will be hired in two weeks. HR representative requests AMH Scheduling Department hold ten slots during the week via Outlook address AMH_Scheduler@rl.gov.) AMH will accommodate requests for specific dates depending on resource availability.

Post Exam Process

- AMH Information (HI) tech performs quality assurance on chart verifying demographics to ensure information is correct for patient

- AMH HI tech forwards chart to provider once all results have been received

- AMH provider reviews chart and clearances, completes Medical Examination Report and Opinion Letter form, and prepares results letter

- AMH HI tech sends a hard copy of the Medical Examination Report and Opinion Letter form to company POC and patient, sends results letter to patient, and completes clearance in Healthcare Scheduling System.

Note: Clearances are routinely processed within ten working days of receipt of last result.

Post Exam Process Exceptions

- Asbestos and Beryllium Exams: X-rays are shipped to University of Washington for B-Read by certified B-Reader – minimum 5-7 days to receive results

- Beryllium Labs: labs are shipped overnight to National Jewish or University of Pennsylvania – minimum 14-21 days to receive results (lab work takes a minimum of five days to process)

- DOT Cards: Cards are sent to Company's identified single POC. This individual is responsible for providing the DOT card to employee.

- Heavy metal labs such as lead, cadmium, and mercury take 2-5 days for lab to process – minimum 7-10 days to receive results

- Clearances and medical opinions are mailed to prime-contractor single POC daily. Currently, subs are sent to the prime contractor single POC. Prime contractor single POC is responsible for mailing out to their subs. CHPRC, WCH, and patrol have elected to have their paperwork picked up at AMH rather than sent to them via plant mail.